

Grading Permit/Stormwater Management Plan Review

The below is for informational purposes only.
Please see the relevant sections of State and Local law for more information.

Purpose/Description

The purpose of the *Grading Plan* is to establish minimum requirements for the stripping, excavating and filling of land, for dredging and for the control of soil erosion and sediment.

The purpose of the *Stormwater Management Plan* is to reduce the effects of land use changes on stream channel erosion, to maintain and assist in the improvement of water quality and to preserve and enhance the environmental quality of area waterways.

The Grading Permit is issued when the applicant receives approval of the Grading Plan and the Stormwater Management Plan.

Authority

Annapolis City Code and Charter, Chapter 17.08, Grading and Erosion and Sediment Control and Chapter 17.10, Stormwater Management.

Submittal Requirements

Before permit approval:

- Grading Permit application for which an application fee is required
- Cost estimate form
- Stormwater management and drainage review checklist
- Five sets of complete engineering plans (see Department of Public Works handout for requirements)
- Complete stormwater management report (see Department of Public Works handout for requirements)

Before permit issuance:

- Approval of Grading and Stormwater Management Plan
- Recordation of the Stormwater Management Maintenance Agreement
- Acceptance by the City of a performance bond or letter of credit
- Signing of Stormwater Management Minimum Inspections Requirements form by owner
- Approval of Anne Arundel Soil Conservation District.

Prior to surety reduction:

- Completion of all work covered by the Grading Permit
- Complete inspection report certified by professional engineer
- Submission of reproducible Mylar "as-builts" certified by a professional engineer

Steps of the Process

- The applicant and his/her engineer may contact the Department of Public Works staff to discuss the grading permit and stormwater management review process, particularly if the proposed project is large or complex.
- After the Department of Planning and Zoning has approved the site plan, if such approval is required, the applicant submits a grading permit application, including complete engineering plans, to the Department of Public Works, Bureau of Inspections and Permits.
- The applicant must send the necessary title information and complete engineering plans to Gary Elson for preparation of a Stormwater Management Maintenance Agreement.
- The Department of Public Works sends the complete engineering plans to the Anne Arundel Soil Conservation District for review.
- The Department of Planning and Zoning and the Department of Public Works review the grading permit application.
- The applicant revises the application as necessary and resubmits.
- The Bureau of Inspections and Permits notifies the applicant that the permit is ready and of the fees required.

Processing Time

The length of time necessary to complete the grading and stormwater management review process varies according to the size and scope of the project. The time involved from submittal of application to receipt of permit may range anywhere from six weeks for a small project to six months or more for a large project.

Fees

In addition to building permit fees (see Building Permit) the following fees are required for:

GRADING PERMIT:

Application (non-refundable and collected at time of submittal)

Estimated Cost of Site Work	Fee
\$0 - \$500	\$50
\$501 - \$2,000	\$100
\$2,001 - \$50,000	\$200
\$50,001 - \$100,000	\$300
\$100,001 - \$200,000	\$400
\$200,001 and over	\$500

GRADING PERMIT:

(collected at time of permit pick-up)

Estimated Cost of Site Work	Fee
\$0 - \$500	\$50
\$501 - \$2,000	\$100
\$2,001 and over	\$200 plus 3% of total cost

Enforcement and Appeals

If the applicant does not comply with the terms of the Grading Permit, the applicant or on-site personnel will be notified of the violation verbally. If the violation persists, a stop work order shall be posted and the owner notified by certified mail. If remedial action is not taken to correct the violation, a fine of \$400.00 per day will be charged for each day the violation persists. Additional penalties may be assessed by the Maryland Department of the Environment.

If secured work does not comply with a Grading Permits, approved plans and specifications, the City may take action to obtain the posted security.

Appeals to determination, made in the Grading Permit application review process, may be made to the Building Board of Appeals.

Other Considerations or Requirements

All projects require erosion and sediment approval of some type, either a Sediment Control Agreement or Anne Arundel Soil Conservation District Approval. All projects that require stormwater management review require a grading permit. Dredging, Piers and Bulkheads require a grading permit, but do not normally require stormwater management.

Applicants seeking approval to dredge bulkheads or piers (any waterway construction) should also refer to the Port Wardens description.

Contact Person

Sam Brice, Civil Engineer II
Department of Public Works
410-263-7949
smb@ci.annapolis.md.us